

**NEW HAMPSHIRE ARMY NATIONAL GUARD  
TECHNICIAN VACANCY ANNOUNCEMENT**

Human Resource Office (NHAG-HR)  
State Military Reservation  
4 Pembroke Road  
Concord, NH 03301-5652

**POST IN A PROMINENT LOCATION**

**DATE: 30 June 2003**

**ANNOUNCEMENT NUMBER: NH03-062 (AR)**

**POSITION TITLE, SERIES/GRADE (S)**

Public Affairs Specialist  
GS-1035-09  
MAXIMUM MILITARY GRADE SFC/E7

**POSITION NUMBER: F8497W00**

**SALARY RANGE**

GS-09 starts at \$38,936.00 per year. Promotion rules apply for technicians currently on board.

**AREA OF CONSIDERATION**

AREA I all excepted permanent technicians of the NHNG  
AREA II all members of the New Hampshire National Guard

**CLOSING DATE**

AREA I 16 Jul 03  
AREA II 23 Jul 03

**LOCATION**

HQ STARC  
Concord, NH 03301

**TYPE OF APPOINTMENT**

Permanent/Enlisted/Technician

**FOR ADDITIONAL INFORMATION**

Contact Celeste Frisella at DSN 684-9332, commercial (603) 225-1332, fax (603) 225-1391, or e-mail [celeste.frisella@nh.ngb.army.mil](mailto:celeste.frisella@nh.ngb.army.mil). Other job postings are available at [www.nhpeas.ang.af.mil/hro/jobs](http://www.nhpeas.ang.af.mil/hro/jobs).

**INSTRUCTIONS FOR APPLYING**

Permanent Technician applicants (bargaining / non-bargaining) must submit [OF 612](#) or resume.

Non-technician applicants may choose to submit a SF-171, [OF 612](#), or a resume.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCE OFFICE (NHAG-HR) NO LATER THAN 1600 HOURS (4:00PM) ON THE CLOSING DATE INDICATED ABOVE.**

**YOUR RESUME OR APPLICATION MUST CONTAIN AS A MINIMUM**

- announcement number
- title and grade(s) of the position you are applying for
- full name, mailing address (with zip code), day and evening phone numbers (with area code)
- social security number
- current military grade/rank
- current status with the New Hampshire National Guard i.e. current permanent technician, AGR, temporary technician, ADSW
- \*high school name, city and state; colleges or university name, city and state; majors, type and year of any degrees received
- \*personal military experience (DD Form 214) and whether you are a current full time technician of The New Hampshire National Guard

\*AREA II/III applicants only

**MAIL RESTRICTION:** Applications submitted at government's expense will not be considered. This includes those submitted in government envelopes or postage and those submitted by way of a government fax machine. Applications may be *received* at HRO by government fax but sent by commercial fax at sender's expense.

**EXCEPTED SERVICE REQUIREMENT:** Technicians in the excepted service are required to wear the military uniform appropriate to their service and federally recognized grade when performing technician duties and are required to comply with the uniform standards of the service.

**NATIONAL GUARD MEMBERSHIP IS REQUIRED**

**EQUAL EMPLOYMENT OPPORTUNITY**

The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

**OTHER PERTINENT DATA**

This vacancy will be processed in accordance with NHNG TPR 335 & Article 16 of the Labor Management Agreement. Military compatibility and grade inversion rules will be strictly adhered to.

**THE FILLING OF THIS POSITION IS SUBJECT TO THE AVAILABILITY OF MANPOWER SPACE.**

**REIMBURSEMENT FOR PERMANENT CHANGE OF STATION (PCS) EXPENSES ARE NOT AUTHORIZED**

Selected individual must enroll in the Direct Deposit/Electronic Funds Transfer Program. The Federal Financial Management Act of 1994, SEC 402, Electronics Payments, requires direct deposit

to a financial institution for all Federal wage or salary payments that begin on or after 01 January 1995.

If you are a male born after 31 December 1959, and you desire employment with the Federal Government, you must be registered with Selective Service.

**OTHER REQUIREMENTS:** In order to comply with the NGB compatibility criteria, selected individual will be immediately assigned and required to meet/train to MOS46Z. Applicants must insure that they meet the criteria for cross training if they do not possess the compatible AFSC.

This position requires the operation of motor vehicles. Candidates must have a valid state driver's license for the state in which they live or are principally employed.

#### **MINIMUM QUALIFICATIONS REQUIREMENT (S)**

**\*Each applicant must fully substantiate on their application how they meet the requirements listed below, otherwise the applicant will be found unqualified for this position.**

**GENERAL EXPERIENCE:** Experience in administrative, professional, investigative, technical, or other responsible work that demonstrates the applicants skill in written and oral communication, analytical ability, and ability to deal effectively with others.

#### **SPECIALIZED EXPERIENCE**

**\*24 months experience, which shows....**

- Skill in conveying written information to audiences of all levels.
- Skill in conveying information orally, using a variety of presentation methods to all levels of audiences
- Skill in working with people having similar interests to attain mutually positive results
- Skill in drawing conclusions from complex information, determining the sources of information, gathering, evaluating and interpreting data.

**BRIEF JOB DESCRIPTION:** This position is located in the Public Affairs Office of the New Hampshire National Guard State Headquarters. The primary purpose of the position is to assist the Public Affairs Officer in the public affairs program for the New Hampshire National Guard with particular emphasis in maintaining effective relationships with the media and planning and organizing special events sponsored by the National Guard. The incumbent is particularly responsible for collecting, assembling, preparing, and disseminating information concerning the various programs and activities of the New Hampshire National Guard. Writes news release and feature articles describing exhibitions, acquisitions, lectures, and presentation ceremonies and related activities. Disseminates these to local and national print and broadcast media representatives. Responds orally and in written form to requests for information by determining the nature of the data required and collecting and assembling the material using the appropriate format and style based on needs and organization practices. Evaluates the local media to identify potential public relations opportunities and ways to enhance relationships with media. Gathers data on public reaction to information programs: analyzes it and draws appropriate conclusions; and offers substantive and meaningful recommendations to the Public Affairs Officer for improving various aspects of information materials. Deals effectively with others to achieve mutually beneficial objectives. Prepares and disseminates news releases and feature articles to the media for print and selects photographs to accompany the releases. Interviews and confers with the

pertinent program specialists to obtain latest information for use in news releases, films, radio programs, articles and meetings with media representatives. Develops written materials, which transmit information concerning the nature and purpose of the organization's programs, projects and items of concern to the general public or to more specialized target audiences. Performs other duties as assigned.

FOR THE ADJUTANT GENERAL

DEBORAH L. CARTER, Lt Col, NHANG  
Director, Human Resources